



## Student Travel Grant for Outbound Exchange Program and Overseas Internship

### Objective

To encourage ISE students to participate in Student Exchange Program and Overseas Internship which will provide them the opportunities to study abroad that best meet their long-term professional interests and to adapt to different cultures.

### Eligibility of Applicant

- 1) Must be a full-time ISE student.
- 2) Must be accepted to student exchange program at the university abroad or overseas internship.
- 3) Must submit the application form with complete documents to the ISE office **at least 30 days** before the exchange program or internship program begins.

### Supported Grant

The student travel grant covers expenses for **airfare and visa fee**. Each student can receive this grant more than one time but the total amount **must not exceed 30,000 THB**.

### Remarks

- 1) Student Travel Grant application should be submitted with the acceptance letter/email.
- 2) Upon returning, student must submit the following documents for the reimbursement.
  - (1) A two-page travel report sharing overseas experiences and suggestion with student's photographs taken at the host organization, submitted to [ise@chula.ac.th](mailto:ise@chula.ac.th).
  - (2) A certificate of study completion from the host university (in case of exchange program) or a letter of internship completion from the supervisor (in case of overseas internship).
  - (3) Original receipts of air ticket, boarding passes and visa fee payment.

The announcement is effective by the approval of ISE administration on January 9, 2018.

Assist. Prof. Dr. Witaya Wannasuphprasit  
Director of International School of Engineering



Application Form

Student Travel Grant for Outbound Exchange Program and Overseas Internship

1. Applicant Details

Full Name: Mr./Mrs./Ms. (in English) .....Student ID. ....

นาย/นาง/นางสาว (in Thai) .....

Mobile Phone: ..... Email: .....

Program of study:  NANO  ADME  ICE  AERO  ROBOTICS & AI

Academic Advisor's Name: .....

2. You are accepted to

Student Exchange Program (then go to item 3.1)  Overseas Internship (then go to item 3.2)

3.1 Exchange Program Details

Partner University ..... Program of Study .....

Address: ..... Country.....

Contact person: ..... Email: .....

Period of Exchange: from ...../..... (mm/yyyy) to ...../..... (mm/yyyy)

3.2 Overseas Internship Program Details

Name of the organization. ....

Address: ..... Country.....

Contact person: ..... Email: .....

Period of Internship: from ...../..... (mm/yyyy) to ...../..... (mm/yyyy)

4 Budget Estimation

No.	Items	Amount (THB)
1	Air ticket	
2	Visa fee	
Total		

5 Submit the following document with the application

Acceptance letter/email from the host organization

Upon returning, the applicant agrees to submit the following documents to ISE Office for reimbursement:

- i)  A hard copy and a soft file of a two-page travel report sharing overseas experiences and suggestion with student's photograph taken at the host organization. Send the soft file to ise\_exchange@chula.ac.th.
- ii)  A certificate of study completion from the hosting university (in case of exchange program) or a letter of internship completion from the supervisor (in case of overseas internship).
- iii)  Original receipts of air ticket, boarding passes and visa fee payment.

**Work Procedure of ISE Office**

Step	Description	Responsibility	Signature (Full name)	Date
1	Submit application form. I hereby certify that all the provided information is correct.	Student		
2	Advisor's comment <input type="checkbox"/> Recommend for student travel grant <input type="checkbox"/> Do not recommend for student travel grant Specify reason _____	Senior Project Advisor		
3	Receive application form and documents	Administrative staff (Front desk)		
4	Check the application and documents	Head of academic affairs		
5	Decision <input type="checkbox"/> Approve the amount _____ THB <input type="checkbox"/> Disapprove the student travel grant Specify reason _____	Deputy director of academic affairs		
6	Record of student grant	Student affairs staff		
7	Prepare the memorandum of student travel grant request approval to the finance division	Finance staff		
8	Endorse the memorandum of student travel grant request approval	Deputy director of administration		
Upon returning, the student submits the documents to ISE Office for reimbursement				
9.	Submit the documents for reimbursement. Please scan a copy of the documents and keep for reference.	Student		
10.	Receive the documents for reimbursement <input type="checkbox"/> (1) A hardcopy and a soft file of a two-page travel report with student's photograph. <input type="checkbox"/> (2.1) A certificate of study completion from host university (exchange program) or <input type="checkbox"/> (2.2) A letter of internship completion from the supervisor (overseas internship). <input type="checkbox"/> (3) Original receipts of air ticket, boarding passes and visa fee payment.	Administrative staff (Front desk)		
11.	Check documents (1) and (2.1) or (2.2).	PR staff		
12.	Check the document (3).	Finance staff		
13.	Prepare the memorandum of reimbursement approval to the finance division	Finance staff		
14.	Endorse the memorandum of reimbursement approval	Deputy director of administration		